



REQUEST FOR CONFERENCE INSURANCE

Regions 7-8-9-10
(Conferences Held Outside USA)

Conference Insurance Office
IEEE Service Center
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331
(732) 981-0060 Ext.5388
FAX (732) 981-0538

The following coverage is in effect for the conference dates listed below. The form must be completed in full and received by the Conference Insurance Office with a list of the conference officers and committee members at least 90 days prior to the start of the conference. Please fill out on-line and attach to an email to: conference-services@ieee.org

CONFERENCE IS FINANCIALLY CO-SPONSORED: ☐ Yes ☐ No

Co-Sponsor Name(s): _____

Conference Name _____

Conference Dates _____

Conference Hotel or Center _____

Conference Location (City & Country) _____

EMPLOYEE DISHONESTY \$1,000,000
\$1,000 Deductible

RENTAL OF EQUIPMENT \$ 125,000
\$1,000 Deductible

MONEY & SECURITIES-IN & OUT ROBBERY \$ 25,000
\$1,000 Deductible

BODILY INJURY & PROPERTY DAMAGE \$1,000,000

AINSURED \$1,000,000
Includes volunteers while acting within the scope of their duties,
only for the duration of the conference.

HIRED BUS COVERAGE \$1,000,000
This will provide coverage if you hire tour buses, and is in
excess of any other collectible insurance.

UMBRELLA LIABILITY (Included in Domestic Umbrella) \$10,000,000
\$10,000 (Self-Insured Retention) Aggregate

See special note regarding transportation rental.

CONFERENCE CHAIRPERSON OR TREASURER-Please type
or print the following information and sign this form.

Name: _____

Conference Title: _____

Address: _____

Phone No. () _____

Fax No. () _____

Signature: _____

Date _____

FOR OFFICIAL USE ONLY

Conf Date:

Day	Mo.	Yr.

Date Rcvd: _____

Date Ack _____

Off & Ctm List _____

☐ INSURANCE CLAIM

☐ FILE COMPLETE

CONFERENCE INSURANCE INFORMATION

These instructions are intended solely for the use of conference personnel. The explanation of insurance coverages relates specifically to their application for a conference and not for other activities of IEEE.

The insurance coverages obtained by IEEE protect the interests of IEEE and not necessarily the interests of individuals. Please review AINSURED Coverage for information pertaining to individual coverage.

The coverage available for conferences is as follows:

EMPLOYEE DISHONESTY-

IEEE has \$1,000,000 fidelity bond coverage for the conference officers and personnel hired to process registration at a conference, which covers loss through fraud or embezzlement. Coverage is provided from the time funds are first available to close of conference books.

RENTAL OF EQUIPMENT-

If you are renting or borrowing audio-visual equipment, computers, typewriters, etc., and if such equipment is lost, stolen or damaged then you have \$125,000 worth of coverage.

MONEY & SECURITIES - IN AND OUT ROBBERY-

This coverage provides insurance in the event of hold up or robbery at registration, or while the money is being moved by an individual. In some cases you may be able to make arrangements with the hotel to take cash and give you a check that can be deposited.

BODILY INJURY AND PROPERTY DAMAGE & UMBRELLA LIABILITY-

IEEE carries a \$1,000,000 limit policy that covers personal injury, death and damage to real or personal property. In addition, a \$10,000,000 umbrella policy is carried which covers only IEEE, and not individuals, in the event of a suit.

HIRED BUS COVERAGE- (Excess of Local (Foreign) Required Insurance)

IEEE Carries - \$1,000,000 coverage applicable to hired or rented buses for tours and plant visits.

CHARTERS-

Do not charter boats or planes in the name of IEEE. IEEE does not carry any coverage for this type of activity.

AINSURED- (Limited Volunteer Liability Coverage)

This coverage is a part of our master International Liability Policy and covers all volunteers, officers and non-members who are engaged in management of an activity at a conference or meeting sponsored by an IEEE entity.

IEEE will protect the individual who may be sued as a result of activities associated with a conference or meeting. This coverage will apply only during the term of the conference or meeting. **You must maintain a record of all officers and committee members who are actively engaged in the management of a conference or meeting. This list must accompany this application and be on file in the Conference Insurance Office.**

If you have any questions regarding insurance, please contact the Conference Insurance Office at least three months prior to the conference.